

**ALAMO NAVAJO SCHOOL BOARD, INC.**  
**POSITION DESCRIPTION**

**TITLE:** Medical Records Clerk                      **EMPLOYMENT TERM:** 12 Months Full-time  
**DIVISION:** Health Services                      **DEPARTMENT:** Clinic/Medical Records  
**EXEMPT/NON-EXEMPT:** Non-Exempt                      **FUNDING SOURCE:** IHS Contract

**QUALIFICATIONS:**

1. Associate's degree in health occupations or a certificate from a Medical Secretary or Medical Assistant training program or two or more years of experience working in the medical records department of an outpatient or inpatient medical facility.
2. Knowledge of the procedures for assembling patients' charts in their required order and to review records for completeness.
3. Knowledge of commonly used medical terminology, medical symbols and abbreviations, names of medical tests, etc., to accurately enter information into patient records.
4. Knowledge of filing test results, records and reference material according to the subject matter.
5. Knowledge of the laws and regulations on the confidentiality of medical records and the procedures for informed consent for release of information from the records.
6. Knowledge of general office automation, practices and procedures in order to store and retrieve general medical records data; competitive level of typing proficiency required and/or computer keyboarding for performance of general office support work.
7. Basic knowledge of the importance of third party billing including the New Mexico Medicaid Program, Medicare and private insurance in order to assist with Patient Registration.
8. Willingness to be cross trained in other clinical functions e.g., screening or lab, and to perform other duties as assigned.

**INDIAN PREFERENCE:** Preferential consideration for employment will be given to persons of documented Navajo, American Indian or a Alaskan tribal membership, who meet the qualifications above, in accordance with the requirements of P.L. 93-638 and the Navajo Nation Tribal Code.

**SUPERVISED BY:** Clinic Nurse

**SUPERVISES:** None

**PAY RANGE:** Grade F, ANSB General Scale

**WORKING HOURS:** 8 AM – 5 PM, Monday – Friday

**LUNCH HOUR:** One hour, 12-1 PM

**POSITION GOAL:** To provide clerical work in support of the care and treatment given to patients, inclusive of patient registration, documentation of visits, collection of insurance information, and appropriate handling of patient records.

**DUTIES AND RESPONSIBILITIES:**

1. Acts as receptionist for patients and visitors, either face to face or over the phone, providing information, registering patients and obtaining charts from the Medical Records area on each visit; checks patient records for current addresses and telephone numbers, current insurance information (Medicare, Medicaid, private) and updates information as indicated.

2. Interviews new patients and initiates health records, entering information into the computer (RPMS); records the register numbers and codes on the Patient Care Component (PCC) form as to the type of clinic service received, tribe, sex, age, community, etc.; maintains patient register log.
3. Operates RPMS peripheral equipment (CRT and printer) for the purpose of keying in medical record data such as demography information for patient registration, scheduling for patient appointments, etc.
4. Reviews health records upon completion of patient visit to assure completion of actions involving lab, x-ray, pharmacy, referrals and return appointments; files in the chart in the proper chronological order loose material such as lab slips, x-ray and referral reports; checks for signatures on clinic notes and orders, and reviews the PCC for completeness; takes steps necessary to secure completion.
5. Make appointments for general and specialty clinics.
6. Notifies patients for return medical follow-up as requested by the medical providers and for cancelled and/or rescheduled clinics.
7. Pulls patient medical records/charts for their appointment, for walk-in patients, and as requested by medical providers; files patient medical records/charts.
8. Obtains from the patients as indicated, proof of tribal enrollment for medical eligibility; maintains sufficient health records forms, authorizations, clinic information forms, eligibility forms, etc.
9. Maintains the privacy and confidentiality of patient records according to the Privacy Act and applicable Navajo Nation Tribal code.
10. Must be willing to be cross trained in other clinic functions such as screening or lab, and perform other duties as assigned.

**SPECIAL CONDITIONS:** This position is subject by law to finger printing and a criminal/character background investigation.

**EVALUATION:** Will be evaluated in accordance with the Alamo Navajo School Board, Inc., policies and procedures.

ACCEPTANCE:

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Employee

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Date

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Immediate Supervisor

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Date

Board Approved: April 5, 2000